

Civil Defense and
Disaster Planning
824-0807

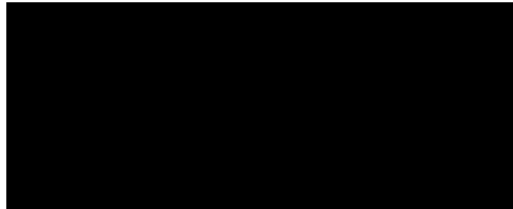


Hennepin County

3524 Hennepin Avenue, Minneapolis, Minnesota 55408

April 20, 1967

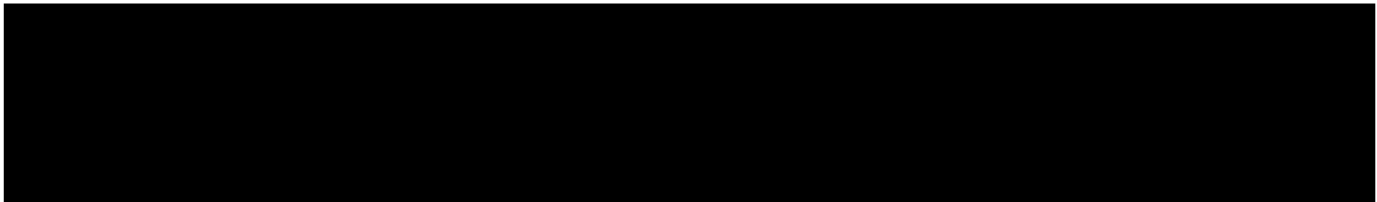
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I am sorry that you will be unable to get into Minneapolis at a decent hour Wednesday night, but I understand the complications of having young people in college. I have a son at Denver U. and another one at the University of Minnesota, and between the two of them they keep our schedules in an uproar.

Outside of wanting to see that you are properly greeted upon your arrival, I would want to have a chance to discuss the Conference with you to indicate the kinds of people we would be talking with. Incidentally, I have a schedule on Wednesday morning that will tie me up until around Conference time. I am scheduled to go to the Governor's Annual Prayer Breakfast in St. Paul at 7:45 a.m. It is important that I be there for several of my customers for the Industrial Conference are also guests of honor and I want to remind them to get back to Minneapolis. I will, of course, be back before the Conference starts.

Colonel Elliott, who heads the Civil Defense of the University Extension Division, will contact you at the Sheraton-Ritz on Thursday morning and fill you in on the procedure. Generally, the Conference will start at 9:30 with some remarks by Colonel Elliott on the purpose of the Conference and the University's involvement. He will introduce me and I will do about the same thing Virg Couch did in Washington, introducing you at about 9:45. You will have an hour for your presentation, plus any time you want to take for questions. We have a luncheon at 12 o'clock (no speakers) and I will see that you have transportation to the airport.



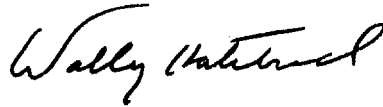
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Mr. Stevenson, of my office, will assist you with your slide presentations and I will have him contact you personally for any instructions.

Thanks for your willingness to journey so far afield to bring us the word, and if, by any chance, you are able to arrive at an earlier time on Wednesday evening, let me know and I should like to talk with you.

Sincerely yours,



WALTER P. HALSTEAD - DIRECTOR
City of Minneapolis - Hennepin
County Offices of Civil Defense

WPH:vm

cc:

Colonel Robert J. Elliott, Director
Civil Defense Program, U. of Minnesota
2012 Fourth Street South
Minneapolis, Minnesota 55404